



Elaine F. Marshall, North Carolina Secretary of State

**2023 LOCAL GOVERNMENT LIAISON ZERO EXPENSE REPORT - SHORT FORM**

**MAILING ADDRESS:** Lobbying Compliance Division  
Department of the Secretary of State  
PO Box 29622  
Raleigh, NC 27626-0622

**PHONE:** (919) 814-5270**EMAIL:** lobbyistfiling@sosnc.gov

**STREET ADDRESS:** 2 South Salisbury Street, 1<sup>st</sup> Floor  
Raleigh, NC 27601-2903

**WEB:**  
<https://www.sosnc.gov/divisions/lobbying/forms>

☐ **AMENDED REPORT** (Check if amending previously filed report.)

Original Tracking # \_\_\_\_\_

**Period:**

- ☐ **Quarter Ended March 31, 2023**  
☐ **Quarter Ended June 30, 2023**

- ☐ **Quarter Ended September 30, 2023**  
☐ **Quarter Ended December 31, 2023**

**Name of Liaison as Registered:** \_\_\_\_\_**Complete Name of Governmental Entity:** \_\_\_\_\_

You **must** mark one of these boxes. If you choose to deliver the paper original document to the Division, and fail to do so, the report will not be deemed filed until the date we receive it, which may make your report late. 18 NCAC 12 .0308.

- ☐ I choose to maintain the paper original inked, signed, and notarized lobbying expense report in my own records for three years as required by Administrative Rule 18 NCAC 12 .1301; OR
- ☐ I choose to deliver the paper original inked, signed, and notarized lobbying expense report to the Lobbying Compliance Division of the Secretary of State within seven days as required by Administrative Rule 18 NCAC 12 .0214.

**IMPORTANT INSTRUCTIONS FOR LIAISON AND NOTARY**

THE LIAISON **MUST** SIGN AND DATE THIS SECTION TO CERTIFY REPORT UNDER OATH. VENUE (STATE AND COUNTY WHERE NOTARIZED) AND JURAT **MUST** ALSO BE COMPLETED. **WARNING:** INCOMPLETE CERTIFICATION OR NOTARIZATION MAY RESULT IN REJECTION OF THE REPORT.

**STATE OF** \_\_\_\_\_ **(Venue must be filled in)****COUNTY OF** \_\_\_\_\_ **(Venue must be filled in)**

The undersigned, being first duly sworn, hereby certifies that I had no expenditures pursuant to G.S. 120C-402 to report for this quarterly period and that all information contained herein (including any attachments hereto) is true, complete and correct to the best of my knowledge and belief.

**Signature of Liaison** \_\_\_\_\_**Date** \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

**Signature of Notary Public** \_\_\_\_\_

Printed Name of Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_.

**(NOTARY STAMP OR SEAL)****Signature of report preparer:** \_\_\_\_\_**Printed Full Name of report preparer:** \_\_\_\_\_

You only have to sign as the report preparer if: (1) you are not the liaison required to file the report, **and** (2) you exercised discretion and independent judgment in filling it out.

**FOR INFORMATIONAL USE ONLY; DISCARD BEFORE FILING.**

- Expense reports are due quarterly, regardless of whether reportable expenditures are made, no later than 15 business days after the end of the calendar quarter.
- Do not use a zero expense report form for a monthly report or for a quarterly report that requires incorporation of a prior monthly report. Incomplete reports may be rejected.
  - In addition, any reportable expenditure incurred while the General Assembly is in session with respect to lobbying legislators and legislative employees is reportable monthly no later than 10 business days after the end of the month.
  - The information reported on any monthly report should be incorporated by reference on the long quarterly report form in the space provided.
- Please choose which kind of record keeping method you are utilizing for this report. IF THE LOBBYING COMPLIANCE DIVISION IS TO MAINTAIN THE ORIGINAL EXPENSE REPORT, please submit the completed (notarized) report(s) by one of the following methods:
  - (1) By United States mail addressed to the Lobbying Compliance Division, NC Secretary of State, Post Office Box 29622, Raleigh, North Carolina 27626-0622.
  - (2) By hand-delivery in person or by a designated delivery service authorized pursuant to NCGS §1A-1, Rule 4, to the Lobbying Compliance Division, NC Secretary of State, 2 South Salisbury Street, First Floor, Raleigh, NC 27601-2903.
- If you have an electronic notarization, submit completed reports electronically with electronic notarization transmitted to the Department by 11:59 PM of the filing deadline.
- Any e-mail to [lobbyistfiling@sosnc.gov](mailto:lobbyistfiling@sosnc.gov) shall be transmitted to the Department no later than 11:59 PM on the filing deadline date, provided the original signed document is submitted to the Department within seven calendar days of the e-mail transmission.
- Any document attached to the filing other than the Department's form, must be compatible with, or convertible to Microsoft Word.